

CIVILIAN CAREER PROGRAM REPROMOTION REGISTRATION

For use of this form, see AR 690-950; the proponent agency is DCSPER

DATA REQUIRED BY PRIVACY ACT OF 1974

AUTHORITY: 5 US Code 3302

PRINCIPAL PURPOSE: Provides management with information on eligibility of DA Career Program registrants for special consideration for repromotion.

ROUTINE USES: Used by DA staff agencies, commands, and installations, as part of an applicant and referral file for civilian career program positions and to develop referral lists. Information is used for preparing reports and correspondence, responding to requests from regulatory bodies and courts, and responding to grievances and complaints regarding referral.

DISCLOSURE: Disclosure of the social security number and other personal information is voluntary. However, failure to provide the requested information may result in improper identification, or nonconsideration for referral.

PART I - IDENTIFYING DATA

1. NAME <i>(Last, first, MI)</i>	4. SOCIAL SECURITY NUMBER
2. CURRENT POSITION TITLE, SERIES, GRADE	5. TELEPHONE NUMBER <i>(AV or other)</i>
3. OFFICIAL MAILING ADDRESS <i>(Include ZIP Code)</i>	6. CAREER PROGRAM TITLE AND NUMBER
	7. MAJOR COMMAND/IRA
	8. SUBMITTING OFFICE NUMBER

PART II - ELIGIBILITY INFORMATION *(Completed by employee)*

9. ELIGIBLE FOR SPECIAL CONSIDERATION FOR REPROMOTION *(See AR 690-950, para. 2-14, for reason for demotion)*
(Check appropriate box(s))
- ☐ a. REDUCTION IN FORCE *(RIF)*
- ☐ b. CORRECTION OF A CLASSIFICATION ERROR
- ☐ c. DECLINATION OF AN OFFER OF REASSIGNMENT OUTSIDE THE COMMUTING AREA UNDER TRANSFER OF FUNCTION *(TOF)*
- ☐ d. RETURN FROM OVERSEAS TOUR *(I have completed an oversea assignment under terms of a preestablished agreement; was not offered another position in CONUS that would have retained my oversea grade and was placed in the lower grade position because I exercised my reemployment rights).*
- ☐ e. HANDICAPPING CONDITION
10. GRADE, SALARY, OR PAY RETENTION STATUS *(Check one and enter all requested information)*
- a. ☐ I AM ☐ AM NOT RECEIVING A GRADE, PAY OR SALARY RETENTION BENEFIT
- b. MY RETAINED GRADE, PAY OR SALARY IS _____
- c. THE DATE OF MY CHANGE TO LOWER GRADE, OR THE DATE I BEGAN TO RECEIVE MY GRADE, SALARY OR PAY RETENTION BENEFIT WAS _____ *(Use effective date of SF 50)*

PART III - REFERRAL DESIRES AND CPO CERTIFICATION *(Completed by employee)*

11. APPLICATION STATUS *(Check one)*
- ☐ INITIAL SUBMISSION ☐ CHANGE IN REFERRAL DESIRES ☐ ELIGIBILITY CHANGE
12. REFERRAL DESIRES AND CPO QUALIFICATION DETERMINATION. EMPLOYEE WILL INDICATE IN COLUMN A THE POSITION TITLE, SERIES, AND GRADE(S), AND IN COLUMN B ANY SPECIALTIES FOR WHICH HE OR SHE DESIRES REFERRAL FOR REPROMOTION. CPO WILL CERTIFY IN COLUMN C, QUALIFIED, OR IN COLUMN D, NOT QUALIFIED. *(Q for qualified, NQ for not qualified)* *(See Part V below).*

POSITION TITLE, SERIES, GRADE <i>a</i>	SPECIALTY <i>b</i>	QUAL <i>c</i>	NOT QUAL <i>d</i>

12. (Continued)			
POSITION TITLE, SERIES, GRADE <i>a</i>	SPECIALTY <i>b</i>	QUAL <i>c</i>	NOT QUAL <i>d</i>

13. OPTIONAL REFERRAL CATEGORIES	
a. <input type="checkbox"/> I AM <input type="checkbox"/> AM NOT AVAILABLE FOR STAFF POSITIONS b. <input type="checkbox"/> I AM <input type="checkbox"/> AM NOT AVAILABLE FOR SUPERVISORY POSITIONS	

PART IV - EMPLOYEE STATEMENT (Completed by employee)	
14.a. INFORMATION IN PART II IS ACCURATE AND COMPLETE. PART III ACCURATELY REFLECTS MY DESIRES FOR REFERRAL. DA FORM 4338-R (Civilian Career Program Availability Statement), DA FORM 2302-R (Civilian Career Program Qualification Record) AND SF FORM 50 (Notification of Personnel Action) ARE ATTACHED. b. I UNDERSTAND THAT MY SPECIAL CONSIDERATION FOR REPROMOTION WILL CEASE IF I DECLINE A VALID OFFER. (REPROMOTION CONSIDERATION WILL CEASE AT AND BELOW THE GRADE LEVEL OFFERED) c. I UNDERSTAND THAT I WILL BE CONSIDERED FOR REPROMOTION TO POSITIONS IN THE PAY SCHEDULE OF THE POSITION FROM WHICH I WAS DEMOTED. FOR THIS PURPOSE, THE GS AND GM PAY SYSTEMS ARE CONSIDERED ONE PAY SCHEDULE. d. I DESIRE MACOM LEVEL PROMOTION CONSIDERATION BY THE MACOM/IRA(s) CHECKED BELOW. (See Table B-2 for addresses). (Complete ONLY if referral at the MACOM level is desired). <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> USACE <input type="checkbox"/> USAISC <input type="checkbox"/> AMC</div> <div><input type="checkbox"/> FORSCOM <input type="checkbox"/> HSC <input type="checkbox"/> INSCOM <input type="checkbox"/> EUSA <input type="checkbox"/> MDW</div> <div><input type="checkbox"/> MTMC <input type="checkbox"/> TRADOC <input type="checkbox"/> TSA <input type="checkbox"/> USAREUR <input type="checkbox"/> WESTCOM <input type="checkbox"/> USARJ <input type="checkbox"/> USAFAC</div> </div>	

15. SIGNATURE OF EMPLOYEE	16. DATE
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PART V - CPO STATEMENT (Completed by CPO)		
17. THE EMPLOYEE MEETS OPM HANDBOOK X-118 QUALIFICATION STANDARDS AND CRITERIA FOR REPROMOTION CONSIDERATION FOR THE SERIES AND GRADE(s) FOR WHICH HE/SHE IS CERTIFIED AS QUALIFIED IN PART III. THE EMPLOYEE HAS BEEN ADVISED OF ANY NOT QUALIFIED DETERMINATIONS WHICH WERE MADE.		
18. THIS CIVILIAN PERSONNEL OFFICE WILL ADVISE THE APPROPRIATE CENTRAL REFERRAL OFFICE(s) OF ANY ACTION WHICH CHANGES THE EMPLOYEE'S ELIGIBILITY FOR REFERRAL FOR SPECIAL CONSIDERATION FOR REPROMOTION.		
19. SIGNATURE OF CIVILIAN PERSONNEL OFFICE REPRESENTATIVE	20. TELEPHONE NO.	21. DATE

PART VI - ELIGIBILITY CHANGE (Completed by CPO)		
22. EMPLOYEE'S ELIGIBILITY FOR REPROMOTION CONSIDERATION HAS CHANGED AS FOLLOWS (Check one and enter all requested information) <div style="margin-left: 40px;"> <input type="checkbox"/> EMPLOYEE DECLINED A VALID OFFER AT GRADE _____ <input type="checkbox"/> EMPLOYEE HAS BEEN REPROMOTED TO GRADE _____ <input type="checkbox"/> EFFECTIVE _____, EMPLOYEE IS NO LONGER RECEIVING A GRADE, SALARY, OR PAY RETENTION BENEFIT. </div> EMPLOYEE HAS BEEN ADVISED ABOVE ELIGIBILITY CHANGE IS BEING SUBMITTED.		
23. SIGNATURE OF CIVILIAN PERSONNEL OFFICE REPRESENTATIVE	24. TELEPHONE NO.	25. DATE